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COMPTROLLER GENERAL OF THE UNITED STATES

WASHINGTON, D.C. 20548

Executive Registry

B-162167

NOV 2 - 1967

Dear Mr. Helms:

I have your letter of October 3, 1967, forwarding for my approval, in accordance with section 9 of the Records Disposal Act of July 7, 1943, 44 U.S.C. 374, a proposed financial records retirement program covering various records of the Central Intelligence Agency. Under the proposed program, you would effect disposition of the related records pursuant to the standards set forth in the schedule after conducting your own audit of accounts.

Since these standards are generally patterned after retirement standards for similar records approved for other departments and agencies, I concur in their adoption.

Sincerely yours,

(Signed) Elmer R. Staats

Comptroller General
of the United States

The Honorable Richard Helms
Director, Central Intelligence Agency

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3 OCT 1967

and
The Honorable Elmer B. Staats
Comptroller General of the United States
Washington, D. C. 20548

Dear Mr. Staats:

I am submitting for your consideration a financial records retirement program which, subject to your approval as authorized under 44 U.S.C. 374 (1964), would be adopted by this Agency. A retirement schedule for the particular records involved is set out in the enclosure. It is generally patterned after the schedule applicable to the retirement of financial records by executive departments and agencies of Government, particularly as to identification of categories of documents and the application thereto of appropriate records retention periods.

Under the terms of this proposal, the Agency would, after conducting its own audit of accounts, effect the disposition of the related financial records pursuant to the enclosed retirement schedule.

I am of the opinion that this Agency program would adequately protect the interests of the Government while contributing toward a savings in terms of storage and manpower costs.

Your approval is requested.

Sincerely,

SIGNED

OCT 15 1 52 PM '67
Richard Helms
Director

Distribution:

O - Addressee

1 - Director

1 - DDCI

1 - ER

1 - D/Finance

1 - Records Administration Branch/DDS

1 - OLC

1 - General Counsel

OGC:RJB:mej

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ORIGINAL FINANCIAL RECORDS RETIREMENT SCHEDULE

Description of Records

Disposition Instructions

1. Original Headquarters and field collection and miscellaneous disbursement records.

- a. Original collection and disbursement records including Washington and field statements of transactions, supporting vouchers, schedules, receipts, authorizations, and related papers exclusive of freight, transportation and payroll records.

Destroy 12 years after the period of the account.

2. Original Headquarters and field payroll records pertaining to salary and allowance payments to Agency employees.

- a. Individual pay card or equivalent, reflecting detailed pay, deductions and service records.

Destroy 56 years after date of last entry on card.

- b. Original payroll vouchers for indigenous employees. (Individual pay cards not maintained.)

Destroy after 56 years from dates of the accounts in which they were submitted.

- c. Original payroll vouchers and bond schedules for Headquarters personnel and ☐ U. S. Citizen field personnel. (Individual pay card or equivalent maintained.)

Destroy 12 years after the period of account in which they were submitted.

- d. Leave records, maintained independently of pay and earning records.

(1) Pay or fiscal copy.

- (a) Final leave record showing accumulated leave on separation.

Destroy 10 years after last entry on card.

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Description of Records

Disposition Instructions

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| <p>(b) All other pay or fiscal copies.</p> <p>e. Time and attendance reports, notification of personnel actions (exclusive of those in Official Personnel Folders), payroll control registers and payroll change slips.</p> <p>3. Original Headquarters and field transportation and freight records.</p> <p>4. Contracts</p> <p>a. Original numbered contracts and letters of agreements on negotiated contracts covering general Agency procurement.</p> <p>5. Personal Service Contracts</p> <p>a. Personal service contracts for experts, consultants and part-time employees.</p> <p>6. Accounting Records</p> <p>a. General Accounts Ledgers</p> <p>b. Allotment Records</p> | <p>Destroy 3 years after audit of related pay records.</p> <p>Destroy 2 years after audit of related pay records.</p> <p>Retain for 4 years after the period of account. Freight or passenger transportation vouchers which have become involved in litigation or any other condition that requires the voucher to be retained beyond the 4 year retention period should be retained for 10 years after the period of the account.</p> <p>Destroy 12 years after the end of the fiscal years in which the contracts were stored in the Agency (CIA) Records Center.</p> <p>Destroy 12 years after the end of the fiscal year in which the contracts were stored in the Agency (CIA) Records Center.</p> <p>Destroy 10 years after close of fiscal year involved.</p> <p>Destroy 10 years after close of fiscal year involved.</p> |
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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	
SECRET		SECRET	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Director of Central Intelligence		W
2			
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ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks:			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
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